



**Town of Bluffton  
Request for Proposals  
Engineering Design Services  
RFP #2015-29**

The Town of Bluffton is soliciting sealed proposals from licensed Professional Engineers to perform engineering, design, drafting, sealing, and permitting assistance on an as-needed basis for the Town of Bluffton. Work will primarily be for municipal facilities, stormwater, drainage, road improvements, and park projects. Work may also include structural, traffic, or other engineering services. Work will be awarded via work authorizations per task under a Master Service Agreement (MSA).

Sealed Proposals, including all supporting documentation, are due by Wednesday, June 3, 2015 at 2:00 p.m. at Town Hall, 20 Bridge Street, Bluffton, South Carolina, 29910. Submittals shall be clearly marked as: **RFP 2015-29, Engineering Design Services**. Offerors must submit one (1) original and three (3) copies by the stated deadline.

Proposals delivered after the time and date set for receipt of proposals shall not be accepted and will be returned unopened to the offeror. It is the offeror's responsibility to ensure timely delivery of their proposal. Weather, flight delays, carrier errors and other acts of otherwise excusable neglect are risks allocated to offerors and will not be exempted from deadline requirements. E-mail, telephone, or facsimile proposals will not be accepted.

All proposals submitted shall include a specific contact name, current phone number and e-mail address. Once selection is complete, Notice of Award shall be posted on the Town's website. Notice of Award and notices of non-award, shall be sent to all Offerors via e-mail. No hard copies will be sent regular mail unless specifically requested.

**Questions**

Questions pertaining to this RFP must be submitted in writing to Karen Jarrett via facsimile (843) 706-4533 or via email at [kjarrett@townofbluffton.com](mailto:kjarrett@townofbluffton.com). All questions and responses, if any, will be posted on the Town of Bluffton website [www.townofbluffton.sc.gov](http://www.townofbluffton.sc.gov). The deadline for submission of questions by offerors shall be no later than Wednesday, May 27, 2015 at 2:00 p.m. Further, Offerors should check the Town website periodically for possible addenda to this RFP.

**Proprietary and/or Confidential Information**

Your sealed proposal or bid is a public document under the South Carolina Freedom of Information Act (FOIA), except as to information that may be treated as confidential as an exception to disclosure under the FOIA. If you cannot agree to this standard, please do not submit your bid or proposal.



All information that is to be treated as confidential and/or proprietary must be CLEARLY identified, and each page containing confidential and/or proprietary information, in whole or in part, must be stamped and/or denoted as **CONFIDENTIAL**, in bold, in a font of at least 12 point type, in the upper right hand corner of the page. All information not so denoted and identified may be subject to disclosure by the Town.

### **SCOPE OF SERVICES**

The Town of Bluffton, Beaufort County, South Carolina, a municipal corporation, is soliciting competitive sealed proposals to contract for engineering design services to perform engineering, design, drafting, sealing, and permitting assistance on an as-needed basis for the Town of Bluffton. Work will primarily be for municipal facilities, stormwater, drainage, road improvements, and park projects. The selected engineering firm shall perform work which may include, but is not limited to structural, traffic, or other engineering services.

The Town will consider entering into a contract with a qualified and responsible persons and/or offeror for such services, and accordingly are furnishing herein a set of criteria by which such proposals shall be evaluated. This Agreement will be considered a Master Service Agreement (MSA) with a term of two (2) years with up to one (1) one-year automatic extension. The offeror shall be required to maintain the prices indicated in its bid form for the two-year term of the initial Agreement. The Agreement's one-year extension is expressly conditioned on continued maintenance of the original pricing offered in the bid documents. Any firm desiring to furnish a proposal for such services shall submit a qualification statement following the instructions and format of the attached Request for Proposals (RFP) documents.

The offeror shall maintain appropriate insurance coverage including Worker's Compensation, Automobile Liability, and General Liability Insurance throughout the term of the Agreement. Coverage types, limits, and carriers are subject to approval by the Town of Bluffton in its sole opinion.

The offeror shall possess a Town of Bluffton business license. The Town of Bluffton Business License Office may be contacted at (843) 706-4501.

The Town shall submit a work authorization form for each request for service(s) to the offeror for work to be performed under the Master Services Agreement (MSA). The offeror shall respond to requests for work authorizations in a timely manner. The offeror's authorized representative shall meet the Town's representative on a prospective work site within two (2) business days of the initial request from the Town in order to determine the scope of work, and shall mobilize with sufficient forces and materials to diligently perform the agreed-upon work within five (5) business days of the initial request from the Town. In the event the work to be



performed is an emergency in nature, these time frames shall be reduced to twenty-four (24) hours for the initial site meeting and forty-eight (48) hours for mobilization.

### **PROPOSAL SUBMITTALS**

Proposals must contain one (1) original, three (3) copies, and if applicable, a digital copy on a USB Flash Drive/DVD/CD of the following:

1. Statement of qualifications including description of similar project experiences and explanation of firm's personnel and resources available for performance of the contemplated work;
2. Three references for similar work performed for other organizations including contact names, email addresses, and phone numbers;
3. Verification of local business status (see Preferred Status information below), if applicable;
4. Copy of Town of Bluffton Business License or letter of commitment to obtain Town Business License if contract is awarded;
5. Listing of individual and/or firm's current insurance policy limits for General Liability, Professional Liability, Worker's Compensation and Automobile Insurance policies; and
6. Completed bid form. The bid form should include hourly rates for services. The bid form rates are inclusive of all costs including, but not limited to, salaries and wages paid to personnel in each billing class plus customary and statutory benefits, general and administrative overhead, non-project operating costs, and operating margin or profit.

### **EVALUATION CRITERIA**

Award will be based on a review of each offeror's proposal using these selection criteria:

- Experience on similar projects – 25%
- Availability to respond timely to Town requests – 20%
- Review of references – 15%
- Price – 25%
- Local (Beaufort County) preference – 5%
- Minority & Disadvantaged Business – 10%



### **LOCAL VENDOR PREFERENCE**

The Town of Bluffton encourages local businesses to participate in this RFP. For a firm to be eligible for Local Preference Certification, the company must have held a valid Town Business License for a consecutive period of at least two (2) years prior to application, and the company must maintain within Beaufort County a local office with a majority of its full-time employees, chief officers, and managers regularly conducting work at this location, properly licensed for commercial operations, open to the public, and in compliance with local zoning requirements.

### **TOWN OF BLUFFTON RIGHTS**

Sealed Proposals must be signed by an official of the company authorized to bind the offeror, and it shall contain a statement that the proposed price is good for a period of at least ninety (90) days from the submittal date.

The Town reserves the right to refuse any and all sealed proposals and to waive any technicalities and formalities. The Town reserves the right to negotiate with all qualified offerors. The Town may cancel this solicitation in part or in its entirety if it is in the Town's best interest to do so.

This solicitation does not commit the Town to award a contract, or to pay for any cost incurred in the preparation of your sealed proposals, or to procure or contract for any articles of goods or services.

The Town does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or in the provision of goods or services.

### **ATTACHMENTS:**

1. Engineering Design Services: Bid Form Rates;
2. Town of Bluffton Standard Agreement; and
3. Master Service Agreement Work Authorization.